

Energy Finance and Accounting Services Center Functional Team Analysis

Functional Area: Intra-governmental Payments and Collections (IPACs) and SF-1221 Foreign Transactions

Scope: To establish procedures for receipt, transmittal, recordation, and reconciliation of IPACs and SF-1221s under the MEO.

The IPAC application's primary purpose is to provide a standardized interagency fund transfer mechanism for Federal Program Agencies (FPA's), Federal Energy Regulatory Commission (FERC), and Power Marketing Administrations. It facilitates the intra-governmental transfer of funds, with descriptive data, from one entity to another. IPAC is an Internet application, operated on a government owned platform by the Federal Reserve Bank (FRB) of Richmond.

The Intra-governmental Payment and Collection system (IPAC) is one of the major components of the Government On-Line Accounting Link System (GOALS II). There are three functions that this interface provides and they consist of:

- 1) The IPAC application which handles intra-governmental fund transfers between federal agencies.
- 2) The Retirement and Insurance Transfer System (RITS) which handles retirement and insurance payments to OPM
- 3) The Treasury Receivable Accounting and Collection System (TRACS) interface.

The IPAC system went into production on December 3, 2001, replacing the On-line Payment and Collection (OPAC) application. Listed below are the two types of transactions that can be transmitted through the IPAC system and how they work: Department of Energy (DOE) customers and trading partners have the opportunity to send transactions to IPAC via manual on-line transactions or bulk file connections. On-Line transactions are processed immediately. Bulk file transactions are processed as close to real time as possible.

Each user is assigned a unique ID and password, which are used to access the IPAC system. In addition, each user has access to specific functions within the IPAC system. These functions are tied to the user ID and must be specified when first requesting access to the system. If a user tries to access a function that is not authorized under their user ID, a message will state that it is not available.

References:

The IPAC system is governed by the Treasury Financial Manual (TFM Volume 1, Part 6 Chapter 4000).

IPAC System Requirements:

- Access to the Internet
- A browser with 128-bit encryption (Microsoft Internet Explorer 4.0 or higher or Netscape 4.0 or higher)
- The browser must have cookies enabled
- Software to view Portable Document Format (PDF) files (Adobe Acrobat)

SF-1221 Foreign Transactions are charges from the U.S. Department of State. The Department of Energy requests goods or services via the Embassies. The Embassies procure the goods or provide the services and transfer the funds from DOE's appropriations. Monthly DOE retrieves from the U.S. Department of State website, the vouchers supporting the charges/credits.

Responsibilities:

The Energy Finance and Accounting Service Center (EFASC) responsibilities are as follows:

1. Download incoming IPACs from GOALS each workday.
2. Pull the incoming Foreign Transactions SF-1221s from the State Department website monthly.
3. Submit the outgoing STARS/IPAC bulk file interface to GOALS each workday from the AP and AR Modules.
4. Manually enter outgoing IPAC entries to STARS by using the information from the IPAC Transmittal Worksheet.
5. For transactions that cannot be processed via a bulk file, manually enter the outgoing IPAC entries to GOALS.
6. Record incoming IPACs to STARS in the transaction month.
7. Analyze/research each incoming IPAC to identify the initiating entity, affected DOE obligation document, and official responsible for approval.
8. Match the IPAC to substantiating documents.
9. Log onto initiating entity website to retrieve documentation (GSA, GPO...).
10. For assistance with SF-1221s, contact liaison personnel at the State Department in Arlington, VA.
11. Follow up with the issuing agency if additional information is needed for incoming IPACs.

12. Log the incoming IPAC as an invoice against the affected interagency agreement number.
13. For transactions requiring preapproval, notify the Field Office Liaison or Approving Official within five working days of IPAC receipt to request approval and/or guidance on recording the transaction.
14. For SF-1221s, notify the Field Office Liaison or Approving Official within seven working days of receipt to request approval and/or guidance on recording transaction.
15. Provide the Field Office Liaison or Approving Official with available substantiating documents.
16. If approval isn't received in thirty days, send second request for approval.
17. Based upon an established timeline generate a report of the open IPAC/SF-1221 actions that are in the Budget Clearing Account and send follow up notifications to the Field Office Liaison/Approving Official to encourage timely approval or to initiating entity to receive substantiation for the charge/credit.
18. Maintain a spreadsheet of open unapproved SF-1221 charges/credits.
19. Based upon approval and/or guidance, record the transactions in STARS.
20. If an IPAC is a collection transaction, apply the payment to the proper open receivable.
21. For Pittsburgh and Schenectady Naval Reactor Offices, record the incoming IPAC transaction in the Budget Clearing Account.
22. Reconcile and ensure that all incoming and outgoing IPAC transactions have been recorded in STARS and GOALS accurately.
23. Forward substantiating documents to recipients of an IPAC.
24. If an IPAC is disapproved, chargeback the other Federal entity.
25. Provide a monthly report to offices for all applied charges/credits.
26. Manually load Treasury's Document Reference Number to the STARS invoice record.
27. Provide the Statement of Transactions by Appropriation portion of the SF-1221 to the person responsible for the SF-224.
28. Provide the List of Vouchers portion of the monthly SF-1221 to the person responsible for the A-65 Foreign Transactions Report.
29. Maintain a file of monthly incoming IPACs on the appropriate computer drive.
30. Maintain a file of monthly SF-1221 Voucher Audit Detail Report (VADR) on the appropriate computer drive.
31. File substantiating documents.
32. Maintain records in accordance with the Records Inventory and Disposition Schedule.

The Field Office Liaison is responsible for:

1. Prepare and submit IPAC Transmittal Worksheet to request EFASC execute an outgoing IPAC.
2. Forward substantiating documents to recipients of an IPAC.
3. Provide incoming IPAC approval to EFASC within 30 days.
4. Submit the Integrated Contractor bulk IPAC file to GOALS.
5. Submit the Integrated Contractor interface/entries to STARS.

Pittsburgh and Schenectady Naval Reactor Offices reverse EFASC's entries and appropriately apply the charge/credit.

Procedures:

As of October 1, 2004, all IPACs should be received and transmitted through the Agency Location Code (ALC) of 89000001.

The report showing incoming IPAC transactions from DOE's trading partners is normally accessed on a daily basis and the transactions are retrieved for the previous day. For example, IPAC transactions for 04/17/02 are retrieved on 04/18/02. On the first work day of the new week, the report shows the transactions for the last workday of the previous week through the weekend and any holiday that falls on a Monday. The following shows the steps needed to access the IPAC transactions for one day.

- Access the following web-site: <https://ww2.ustreasuryservices.org/ipac/IPAC>
- Enter your user ID and password and then choose IPAC; this brings you to the IPAC main menu

IPAC Main Menu = IPAC

IPAC		Intra-governmental Payment and Collection System	
IPAC ADMIN	ALC 89000001 ▼	Customer ALC	
RITS	==> Payment	==> Parent/Child R Information	
RITS ADMIN	==> Collection	==> Request Speciz	
TRACS	==> Adjustment	==> Agency Specia Request Status	
TRACS ADMIN	==> Zero Dollar	==> Agency Billab	
PASSWORD	==> Incomplete Transactions	==> Agency Billab	
	==> Reports	==> Agency Reque	
	==> Agency Special Requirements ▼	==> Partner Profile	
	==> Retrieve Report/Data Files	==> Update Agency	
	==> Report Retention Management	==> Display Messa	
	==> Request Parent/Child Relationship	==> Admin Process	

Generating and Retrieving Daily Reports

- Under “Reports”, choose “IPAC Transaction Report Selection” from the drop down menu and click the arrow to the left

GOALS II

IPAC		Intra-governmental Payment and Collection System	
IPAC ADMIN	ALC	89000001 ▼	Customer ALC
RITS	==>	Payment	==> Parent/Child R Information
RITS ADMIN	==>	Collection	==> Request Specia
TRACS	==>	Adjustment	==> Agency Specia Request Status
TRACS ADMIN	==>	Zero Dollar	==> Agency Billab
PASSWORD	-->	Incomplete Transactions	==> Agency Billab
	==>	Reports	==> Agency Reque
		IPAC Transaction Report Selection ▼	Partner Profile
	==>	Retrieve Report/Data Files	==> Update Agency
	==>	Report Retention Management	==> Display Messa
	==>	Request Parent/Child Relationship	==> Admin Proces

- Complete required information and click OK
Start Date: yyyy-mm-dd (this is the first date you want to retrieve transactions for) Ex: 2002-04-17
End Date: yyyy-mm-dd (this is the end date you want to retrieve transactions for) Ex: 2002-04-18
Transaction Type: All
Received by your ALC: ALC

IPAC Transaction Report Selection

OK	Clear	Return To IPAC Main Menu	Help
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Report File Description:

ALC: 89000001

Start Date: 2002-04-15

End Date: 2002-04-15

Transaction Type:	Sent By Your ALC:	Received By Your ALC:
<input checked="" type="radio"/> Payment	Sort By: <input checked="" type="radio"/> Document Reference Number	Sort By: <input checked="" type="radio"/> ALC
<input checked="" type="radio"/> Collection	<input checked="" type="radio"/> ALC	<input checked="" type="radio"/> Totals Only
<input checked="" type="radio"/> Adjustment	<input checked="" type="radio"/> Appropriation	
<input checked="" type="radio"/> All	<input checked="" type="radio"/> Totals Only	

Footer Comments:

OK	Clear	Return To IPAC Main Menu	Help
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- Choose Report Format: under Output Format, choose PDF from the dropdown menu and click ok

Report Format

OK	Return To IPAC Main Menu	Help
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Output Format: PDF

OK	Return To IPAC Main Menu	Help
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- On Report Status page, click Return to IPAC Main Menu
- Choose Retrieve Report/Data Files by clicking the arrow to the left

GOALS II

IPAC		Intra-governmental Payment and Collection System	
IPAC ADMIN	ALC 89000001 ▼	Customer ALC	
RITS	==> Payment	==>	Parent/Child R Information
RITS ADMIN	==> Collection	==>	Request Specia
TRACS	==> Adjustment	==>	Agency Specia Request Status
TRACS ADMIN	==> Zero Dollar	==>	Agency Billabl
PASSWORD	==> Incomplete Transactions	==>	Agency Billabl
	==> Reports		
	Agency Special Requirements ▼	==>	Agency Reque Partner Profile
	==> Retrieve Report/Data Files	-->	Update Agency
	==> Report Retention Management	==>	Display Messa
	==> Request Parent/Child Relationship	==>	Admin Proces

- Complete required information and click OK

Start Date=yyyy-mm-dd (this is the date you requested the IPAC report)

Ex: 2002-04-18

End Date=yyyy,mm,dd (same as above)

Ex: 2002-04-18

This would bring up all reports requested on 4/18/2002

IPAC - Retrieve Report/Data Files

OK	Clear	Return To IPAC Main Menu	Help
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ALC: 89000001

Start Date: 2002-04-

End Date: 2002-04-

OK	Clear	Return To IPAC Main Menu	Help
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- Use the **Report/Data File List** to select the report you want to retrieve and choose select

Report/Data File List

Select	Clear	Return To IPAC Main Menu	Help
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Select	ALC	No. Of Pages	Description	Date
●	89000001	18	- IPAC Transaction Report Selection - PDF	2002-04-16
●	89000001	27	- IPAC Transaction Report Selection - PDF	2002-04-16
●	89000001	14	- IPAC Transaction Report Selection - PDF	2002-04-16
●	89000001	1	- IPAC Transaction Report Selection - PDF	2002-04-16
●	89000001	4	- IPAC Transaction Report Selection - PDF	2002-04-16

Select	Clear	Return To IPAC Main Menu	Help
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Saving Retrieved Reports

You will be requested to download the file

Choose open

Choose save

OK

Save in ----this is your choice to save the document where you wish to save your file.

Always save as adobe acrobat extension (PDF)

You will receive a message that the download is complete

Select close

Viewing IPAC Transaction Reports

Open Adobe Acrobat application

Double click the file you created

File

Print

Ok

Process Flow After Receiving Incoming IPAC Information

1. Print the incoming IPAC transactions for the period requested to be reviewed.
2. Review transaction to determine the nature of each transaction (e.g. collection vs. charge). If the IPAC transaction sheet from the Treasury web site has a collection type then it is a charge, if it has a payment type then it is a credit, and if it has adjustment then it is being adjusted back (rejected IPAC transaction).
3. If the IPAC transaction can be identified, record to STARS Note: STARS has a contract data report that is the DISCAS equivalent of a liquidation status report. If the IPAC transaction is a charge, it will need to be processed as an invoice received via the STARS Accounts Payable Module. Record against the PO

number using an invoice number of the IPAC document reference. If the IPAC is a collection transaction, it will need to be processed as a credit memo via the STARS Accounts Payable Module.

- a) Query and verify the supplier information. “IPAC” is entered in the Pay Group field. “Clearing” is entered in the Payment Method field.
 - b) Enter the receipt (cost) in the Purchasing Module. Input inventory organization, the equivalent of a field office.
 - c) Enter a matched invoice (payment) or a credit memo (collection) in the AP Module.
 - d) Submit the standard payment batch processing to complete the transaction record for SF-224 reporting. Initiate a payment batch, format the payment batch, confirm the payment batch, and create accounting (SGL). Note: Pay Group is used to sort invoices in different groups for payment and reporting purposes. DISCAS used the Document Control Symbol (DCS).
 - e) Perform the Interagency Transfer process by selecting agency name or invoice number to post for the SF-224.
4. If a charge belongs to a single funded CID and if permissible by the cognizant DOE entity, record the charge by processing the STARS invoice record and retroactively inform affected entity via daily or monthly reports. The STARS invoice paid report captures IPAC invoices.
 5. If a charge belongs to a CID with multiple funding sources, request allocation instructions and approval from the responsible approving official. (Note: The EFASC will inform the stakeholders of the applicable CID based on the information residing presently in the DISCAS Obligation Reference data set. Hence, each DOE accounting entity must update the current names of the approving official, COR, and accounting technical support for each IPAC related CID).
 6. If a charge or collection belongs to an integrated contractor, EFASC obtains instructions from the Field Office Liaison for recording transaction. (Note: The Department would have a much more efficient operation if EFASC was allowed to make payment transaction directly to the DOE site office’s integrated contractor account affecting the BSCs = 4211 and 8123 that will require the integrated contractor to make cost entries in the BSCs 8132 and 8123 – negative amount in 8123). No bill will be sent to the Integrated Contractor.
 7. Ensure receipt of substantiating documentation from servicing agency and initiate request for substantiation for those transactions requiring backup documents.
 8. If the IPAC transaction is unidentified, record to the Treasury suspense account (89F3885).
(Note: The STARS team has not informed the MEO as to how the transactions will be processed in the 89F3885 account or similar non-fund accounts).
 9. To timely clear the transactions in the suspense account, send inquiries to the other agency or Field Office Liaison for additional information.
 10. After receipt of requested information, clear transaction from suspense and apply to appropriate account via STARS Accounts Payable or Accounts Receivable Module.

11. All IPACs will be entered with the appropriate STARS Purchase Order number using the IPAC transaction document reference number (assigned by Treasury) as the invoice number.
12. All requests for approvals and cost allocations will be accompanied with the appropriate level of substantiating documents to facilitate timely response and will indicate due dates for responses.

Inter-Entity (YN19 B&Rs)

If YN19 is involved and the IPAC needs identified or approved,

- a) Post the incoming IPAC to suspense using a 275 Document Control Symbol (DCS)
- b) Zero pay using a 799 DCS – reverse from suspense and make a payment entry to YN1901 on the HQs contract
- c) Zero pay using a 799 DCS – YN1902 credit to the HQs contract and apply to the field CID

If a vendor invoice is involved,

- a) Oak Ridge pays the vendor with B&R YN1901
- b) Oak Ridge's automated program creates a YN1902 credit entry with a 799 DCS
- c) EFASC zeros the 799 DCS against the appropriate CID or puts the charge in suspense

Proposal for Travel Being Paid by Another DOE Field Office:

For PCS- DISCAS change request to eliminate the IPAC entry currently used in the PCS process. Start notating the field PCS and accounting information on the vouchers for the Payments Team to charge when making the payment.

For TDY-

- Have the paying field office prepare an authorization in their TM database- This may mean adding that individual or modifying the org code if they exist in the database already.
- The paying office contact notifies the traveler to submit his receipts and a signed statement/voucher to them on completion of the trip.
- The approving official at the paying office signs the authorization.
- The paying field office does the TM/DISCAS interface and creates the obligation in their DISCAS.
- The traveler notifies his supervisor that he will be on travel for the paying field office and provides a copy of the authorization if requested by the supervisor for time and attendance purposes.
- The trip takes place.
- When the traveler returns he submits receipts and a signed statement to the paying office contact (similar to Invitational travel).
- The paying office contact person creates a voucher in the paying office TM database for the trip based on the information and receipts provided by the traveler.
- The paying office contact person submits the voucher with their signature pin on behalf of the traveler (using the Invitational type travel or another type of travel code that we create).

- The voucher is processed for payment through the DISCAS/TM interface process.

Supplemental Instructions for Transactions in Suspense

1. If the IPAC transaction is an unidentified charge, record in STARS as an unmatched invoice to the Treasury suspense account 89F3885. Aging will be based upon the Terms Date (date entered).
2. To clear transactions from the suspense account and to reapply the disbursement to the appropriate purchase order number(PO), reverse as a credit memo against the PO unmatched invoice and apply to the correct PO. The invoice number will be the document reference number with CM (credit memo) added.
3. If any corrections are needed, use the same invoice number with COR (correction).

Suspense CIDs

M6IPAC05 - EFASC
M6DITCO - EFASC DITCO IPAC
M6UNIDENT – GSA “S” Bills
M6IM00012 - GSA “S” Bill
M6IM00011 – GSA “S” Bill

M6IPACNS – Albuquerque
M6IPACOR – Oak Ridge
P4CHIPAC – Chicago
M6IPACSR – SR90
M6IPACRL – RL90
M6IPAC... for each OPI

Pittsburgh Naval Reactors Transactions

If the IPAC transaction is identified as Pittsburgh Naval Reactors (PNR)
Record to CID=M9PNOPAC using a payment map-code of P10.

Fax or email a memo to PNR showing all IPAC transactions along with a copy of the funding report and a copy of the IPAC transactions.

Schenectady Naval Reactors Transactions

If the IPAC transaction is identified as a Schenectady Naval Reactors (SNR)
transaction record to CID=M9SNOPAC using the payment map-code
P 10.

Fax or email a memo to SNR showing IPAC transactions along with a copy of the IPAC transaction and a funding report.

Performance Matrix for IPAC Operations

1. If IPAC transactions are accompanied with sufficient substantiation and require input from the responsible office before processing against the CID, EFASC sends out the request within three working days after receipt of IPAC information from GOALS.
2. Field Office Liaisons/Approving Officials are requested to submit response or approval within two weeks after receipt of the request from EFASC.
3. If the Approving Official does not respond after two weeks, EFASC sends out a follow-up request to Approving Official.
4. If an IPAC invoice or suspense item is still open 60 days after receipt of the IPAC, EFASC elevates request to one level higher than the Approving Official for appropriate and timely action.
5. If an IPAC invoice or suspense item is open after 90 days, EFASC transfers the responsibility for processing the invoice and clearing the suspense items to the affected DOE site office, and provides appropriate level of substantiation to facilitate the site office to process the IPAC invoice or clear out the suspense item.
6. If the CID for recording the IPAC invoice does not have sufficient funds, EFASC alerts the Approving Official and responsible Field Office Liaison of the deficiency and need for timely supplemental funds.
7. If supplemental funds are not received prior to the end of a fiscal quarter, EFASC formally informs responsible Field Office Liaison of their responsibility to record an obligation regardless of whether Approved Funding Plan resources are available or not.
8. EFASC uses suspense account and IPAC invoice monitoring reports to timely process and record the IPAC transaction and attempt to clear or process 75% of suspended items within 30 calendar days after receipt of IPAC transaction and process or transfer the remainder in 90 calendar days.
9. Prior to the close of each fiscal month, EFASC ensures all payments/credits recorded in STARS are fully reconciled to the IPAC data in Treasury's GOALS. Log onto Treasury and from the IPAC Transaction Report Selection, enter beginning and ending dates for the month, select all transaction types, and under received by your ALC select totals only. Print the treasury report and compare to general ledger totals.
10. On a monthly basis and within 3 working days after the final monthly accounting closing, EFASC sends out the regularly scheduled reports via execution of systems job scheduler or manually.
11. Recipients of accounting reports elevate any noted discrepancies to EFASC within 30 days after reports are issued.

Field Office Liaisons

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Ohio Outgoing

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Oak Ridge OR90 Incoming (Received) IPACs

Primary - Barbara Willoughby 865-576-0901 WilloughbyBA@oro.doe.gov

Backup - Brenda Duncan 865-576-1708 DuncanBH@oro.doe.gov

Oak Ridge OR90 Outgoing (Issued) IPACs

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Pittsburgh Naval Reactors PNR

Pam Jeffrey jefferyp@bettis.gov

Richland

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Savannah River

Currently Unnamed

SE90

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CID Crosswalk

Albuquerque

GSA Motorpool

BOAC#	Customer	CID
891439	Boston	M4BRO003
894008	Atlanta	M4CARSAS
895105	Chicago	M4GSACAR
897080	ABQ	M9AL66281
897085	Los Alamos	P9AL79895
89711G	ABQ	M9AL66281
89711S	Wackenhut	M1AL67121 – Candy Sanchez
89711V	OST	M3NA99134
898012	Lakewood	M2DSCARS
899000	Oakland	M2SFMOTP
899006	Las Vegas	M7NV00705
899007	Oakland	M2SFMOTP
89A000	ID	M4ID024
89A007	ID	M4ID025
89A23F	Seattle	M4SSO125
89P017	Phil/NY	M3R3AUTO

GSA Supplies

895062	Boston	M3BRO006
898291	Golden	M4GOGSA
897546	Los Alamos	P7AL77302
898358	ABQ	AL78124
893615	Denver	M9R3SUPP
890545	Seattle	M9SSO82
899110	SF	M1SFSSS
891309	Boston	M3BROFURN

TOPSBILL

904058	Oakland	M2SFGSATEL
721102	ABQ	M8AL52301
721100		M3AL68685
344010		M3AL68685
721001		M8AL52301
740103		M8AL52301
024003	Idaho	M4ID027
370050		M4ID026
52001	Chicago	M4TELCOMM

040552	Seattle	M2SSO111
172441	Boston	M3BRO001
202092	Philadelphia	M3R3FTS4
375367		M3R3FTS4
425067	Atlanta	M3FTSAS
873700	Denver RO	M4DSPHONE

Albuquerque

AL68232	Strategic & Learning
M0AL77676	Lexis Nexis
M0AL77679	Dun & Bradstreet
M0AL77682	West Group
M0AL77684	GSA Installation & Maintenance of COMSEC SVCS & Equipment; DFSA AIOC OM, Defense Courier, DITCO
M0AL77685	GSA FTS 2001, DOE HQ & ID3 TDDD, MCI/Worldcom – VO Voice, Sprint, AT&T
M0AL77687	Electronic Data
M1AL66714	ICF Bldrs & Consultants Inc.
M2AL67663	OR22833 OST
M2AL67695	OR22887
M2AL67860	Gas Generation Analysis & Studies
M2AL68029	IPAC Auth to OR/ORNL from NTPA – NTP Web Page
M2AL68338	Natl Coalition for Advanced Mfg Membership
M3AL68451	Transportation Mgt Council
M3AL68453	IPAC Auth for NNSI to RL/PNNL
M3AL68501	Rocky Flats Furnace Failure
M4AL99260	FBI Invest – Justice Stephen Saxton, PSD
M4NA25184	SAIC
M4NA25254	P4CHM2013
M4NA25272	DP00640
M4NA25273	DP00672
M4NA25463	DP00355 – Parallax Corp.
M4NA25711	Furniture- Candy Sanchez
M5AL89322	PO # 915648
M8AL52068	GSA Guard Svcs
M8AL77667	Dyncorp IMSD (Cost Plus Award Fee Master Task)

Atlanta Regional POC Clinton McGill 404-562-0588 Fax 404-562-0536

M3FOHAS	Public Health Services
M3RENTAS	GSA Rent (Real Prpty ID GA0121)
M4GSAAS	Computer Rm HVAC
M9GSAMOVE	BOAC 894090

R403898 Marta Transit Passes

Boston Regional POC William C. Gentz@EE.DOE.GOV 617-565-9711

M3BRORENV	RWA Bill
M3BRO001	Telephone, Blue Pages
M4BRO002	Federal Health Services
M4BRO005	GSA Rent (Real Prpty ID MA0131)

Chicago Regional POC Victoria Lopez-Barron Vicki.barron@ee.doe.gov 312-886-8576 Fax 312-886-8568

M4CRORENT	GSA Rent (Real Prpty ID IL2310)
M4CROLOCL	GSA Local Communications (Customer 520001, ALC 47000017)
M4CROFTS	GSA – FTS Communications – Bureau Code 892100
M3CRO0301	Weatherization – State Mgt Tng (Sep - M3NETL)
M3CROGPO	Govt Printing Office
M3ORNL	Oak Ridge Natl Lab (Industrial Outreach Assistance)
M2CROACS	RSIS/ACS Lan Spt Subtask D1M6 (DE-AT01-03-IM00013)
M0CRONREL	NREL CRO Web Support

Denver POC Beverly Johnston 303-275-4822 Fax 303-275-4830

M1DSRWAI	Blanket RWA
M2DSCARS	Motor Pool
M2DSGPO	Govt Printing Office
M2GSARNT	GSA Rent (Real Estate Prpty C01821)
M4DSPHONE	Telecommunications, Blue Pgs, etc. (Kansas City also)

Philadelphia Regional Office John G. Cervo 215-656-6975 Fax 215-656-6981

M3R2RENT4	GSA Rent
M2R3HLTH	Dept. of HHS – Public Health Service
M2R3AUTO	GSA – Auto
M4R3FTS	GSA – FTS, Blue Pgs
M2R3GPO	GSA – Printing
M1R3NTLF	National Energy Tech Lab
M3R3WEB	NREL – Web Maintenance
M1R3MOVE	GSA – Office Construction
M3R3WCPP	Department of Labor
M2R3RFO	Rocky Flats Field Office
M3R3SSA	National Renewable Energy Lab
M3R3ORNWLX	Oak Ridge National Lab 15,000
M3R3ORNLBA	Oak Ridge National Lab 20,000
M3R3GSA	GSA Rent

M3R3AWD Golden Field Office

Seattle Regional Office Lenore Unger 206-553-2174

M3SSO123	GSA – Rent – Seattle
M3SSO124	GSA – Rent – Hawaii
M3SSO125	GSA – Vehicle Lease
M0SSO093	SSO / Oakland
M0SSO094	LBNL
M1SSO103	PNNL
M1GONAIC	OPM – Suitability Checks
M2SSO105	GSA – Public Buildings Service
M2SSO107	NREL (SRO to close out)
M2SSO111	GSA – FTS Telecommunication Services
R021006	NPS (in closeout)
R021026	Dept. of Treasury FED SOURCE
R021033	WAPA
R021052	DOI (in closeout GFO)
R021065	GSA – Public Buildings Service
R021147	GSA – Federal Technical Service
R021222	BPA
R021247	DOAgr
R021419	GSA – Steven Winter (FNS)
R021525	DHHS
P3R021529	DAPS
P3R021530	GSA – San Diego (FNS)
M2SSO108	WAPA
M3SSO118	PNNL
M3SSO121	DOE – Idaho Ops
M3SSO123	GSA – Rent – Seattle
M3SSO124	GSA – Rent – Hawaii
M3SSO125	GSA Vehicle Lease
M3SSO135	GSA Office Supplies, HI
M3SSO134	Royal D. Hawaii ADP Equipment
M4SSO140	GPO

Oakland Operations Office

M8SFSSS	GSA Supplies procured thru Fedstrip & Self Service Stores
M3SFSLUC	Rent
M1SFMOTP	Motor Pool
M8SFGSATEL	Miscellaneous Telephone Charges
M8SFFTSLL	FTS2000 LLNL Livermore
M8SFLEXLL	Lexis Nexis, Westlaw LLNL
M3SFFTSOAK	Blue Pages

M8SFDITCO	DITCO
M8SFSIMEX	SIMEX
M8SFLEXLL	GSA Encryption Equipment
M2SFYORK	York Telecom
M3SFFBISI	OPM Security Investigations
M1SFWCCOM	Workers' Compensation

Nevada Office Jeff Berger

NV13209	NOAA	P 1D	Billing ALC
M8BCA10100	US Dept of Interior – Davis Dam	P 91	13140001
	also Parker Davis		14060905
NV11967	USGS	P 1D	WAPA
M8NV00844	GSA – property sales	P 91	14080001
M7NV00705	GSA – vehicles	CP10	47000016
M6GS09437	GSA – telephones	P 91	47000016
M1PMS9842	HHS payment	CP10	47000017
M6NV00404	Lexis Nexis	CP10	75030030
M6HQ00491	Defense Courier	CP10	
M8NV00849	Dialog	CP10	
M0NVHQ022	DITCO	P 91	
M8HQ00866	Gartner Group	CP10	
M6HQ09466	Fedlink / Dun & Bradstreet	P 91	
M6HQ00622	West Publishing	P 91	
M5HQ09436	Telecomm	P 91	
M2NV00091	FBI / OPM	P 10	
M0NV00030	Natl Journal (EDW Grp)	CPNW	
M1NV00011	E & E Publishing LLC	CPNW	
M5HQ09436	NV Tele Serv / Dept. of Interior	P 91	
M5HQ09456	Blue Pages Telephone	P 91	
M0NV00050	NARA		
M3NVHQ184	Electronic Data	SO30404, Lexis Nexis AD73048	
M3NV00224	GSA NATHI		
M5NR09436	MCI	M6SO30169	
M5HQ09436	DTS Circuit Costs		
M3NVHQ246	AD00309		
M2NVFE147	FT20505 GOALS Gateway		
M4NVLBNLTA	P4CHM2014		

Casper

GSA Supply Center	M8GSASUP	CB0107010
GSA Printing Office	M8PRINT	CB0109000
GSA Motor Pool	P6ND01024	CB0107010
GSA Telecommunications	M8SWITCH	CB0304203

Elk Hills

Telephone Charges M7FTS2001
GSA Motor Vehicles M7GSA1000

Idaho

M4IM00001

Telecommunications

RSIS all 820201 except
Dunn & Bradstreet EW1001203 OPIs BRPZ, AEPJ
Westlaw EW1001203
Lexis Nexis 40% goes to EW1001203

M4IM00002

RSIS

M4IM00013

RSIS

M4SO30275

Blue Pages

M4SO30230

Commerce NTIA- Authorizing Spectrum Resources

M4IM00052

DITCO

M4SO30189

GSA FTS 2001 MCI (Voice)

M4SO30305

AT&T Crossover

M4IM00011

GSA/NCR Recurring Maintenance & Installation of COMSEC
Center Equipment, Time & Material - Philadelphia

Savannah River

Receives IPACs from Treasury debt collection on behalf of the Integrated Contractors.
Oak Ridge should be notified to send payment to the Integrated Contractor.

SPRO**M3PO10390**

FTS 2001	M6AD74155
COMSEC SERV & EQUIP	IM00011
AT&T DTS CIRCUIT	
COSTS	M6SO30305
MCI/WORLDCOM-VOICE	M6SO30189
BLUE PAGES	M6UNIDENT
INFO SYSTEMS INC	IM00002

M3PO92004

RECORDS STORAGE-	M6IPAC04
NARA	

M3PO10973

LEXIS NEXIS	P6SO30140
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Document Control Symbols (DCS)

275 - Incoming IPACs

276 - Record incoming investments

270 - EFASC Outgoing Bulk IPACs

27A - Outgoing Manual IPACs

501 – Albuquerque Integrated Contractor Issued

451 – Oak Ridge Integrated Contractor Issued

Process Flow for Outgoing IPACs

1. Responsible DOE entities (field offices) prepare and submit transmittal information as required for executing payments and/or collections via outgoing IPACs. The transmittal forms should include the appropriate amount of information and instructions to facilitate DOE trading partners to record the IPAC transactions effectively.
2. Through GOALS II EFASC and responsible field MEO staff members enter manual and bulk IPACs as required, and in accordance with I TFM 6-4000 and DOE Accounting Handbook, with a 5 day business cutoff at month end for outgoing IPACs to those agencies with a cutoff requirement.
3. Initiators of IPAC transactions provide substantiating documentation to recipients, as required.
4. Obtain and distribute Treasury's document reference number to COR and integrated contractors, as required reconcile (includes making corrections) the IPAC reports as directed by the Accounting Supervisor. To be accomplished not later than close of business the 1st business day of the following month.
5. Each Field Office Liaison transmits bulk files for integrated and non-integrated contractors to GOALS.
6. Each Field Office Liaison transmits the integrated contractor file to STARS.
7. Germantown executes the IPAC Bulk Load Process from both the STARS AP and AR Modules to automatically upload IPAC records from STARS to GOALS. This process will pull all IPAC type records generated after the previous execution of the process and place the records into an Oracle table for review and possible corrections. Once the user is satisfied with the data, the IPAC Bulk Load File will be produced and can be transferred to GOALS. The file is based on the federal supply attribute of "IPAC" and can only be pulled once a day from each Module.

Procedures for Processing Automated IPAC Transactions

- Retrieve and print out the files to be uploaded into GOALS from e-mail
- Log onto STARS, click on the Transfer icon

- In the Local file names field type the following command exactly as it appears here: **C:\IPACFiles\IPAC0611.**

Note: The last 4 numbers represent the date of the file that is being retrieved.

- In the Host file names field type the following command exactly as it appears here: **IPAC0611**
- Click on the left Transfer icon

Note: The last 4 numbers in this command represent the date of the file that is being retrieved, so it will always change. Also, the date in the host file field will always be the same date as the local file field.

- Click on Close to exit
- Go into Internet Explorer and select or type in the following command exactly the way it appears below:
[https:// ww2.ustreasuryservices.org/SecTranDM/](https://ww2.ustreasuryservices.org/SecTranDM/)

This application enables the user to upload the bulk file to be transmitted in GOALS.

- Enter assigned user name and password.
 - DOUBLE Click on Incoming
 - Single Click on Browse

At this point a screen will appear that will show all the files that have been or will be uploaded into GOALS according to the date. Highlight the file to be transmitted.

- Click on Open
- Click on Upload File (only click once)

Once the upload process has been completed, the file to be transmitted will appear below the heading.

Exit this application and select or type the following command exactly as it appears below:

[https:// ww2.ustreasuryservices.org/ipac/IPAC/](https://ww2.ustreasuryservices.org/ipac/IPAC/)

This application enabled the user to view and print the bulk status reports that will show what Treasury received.

- Enter assigned user name and password.
- Click on IPAC

The GOALS II

- IPAC – Bulk Fill Status - screen will appear
- Type in the start date and end date of the file to be transmitted (year-month-day)
- Click on SUBMIT

At the end of the day, reports need to be printed of all the transactions that were processed for that day by following the procedures below:

- Go into GOALS II
- Click on IPAC
- Tab down to Reports and click on the down arrow
- Choose IPAC Transaction Report Selection
- Type in the date of the report to be run (example: all transactions that were processed on June 11th), starting with the year, month, and day
- For the Transaction Type select All
- For Sent By Your ALC: select Document Reference Number
- Do Not select any option under Received By Your ALC:
For bulk files click on condense, do not for manual or adjustments.
- Click on OK
Save all IPAC reports for month end reconciliation

Notes: 1. These reports, which contain the amount of the transactions, the ALC to be charged, a brief description and the contact person, need to be kept in a labeled file for the purpose of reconciling at month end and for future reference.

2. Correct file failure or failure to transmit properly.

Procedures for Processing Manual IPAC Transactions

Manual transactions to be IPAC'd must always be accompanied by a hard copy from the preparer. The following information must appear on the code sheet in order for the user to successfully transmit:

The ALC to be charged
Amount of the transactions

Collection or Disbursement
Name and phone number of the preparer
A brief description of the charges

- Go into GOALS II
- In the Customer ALC field, type in the ALC to be charged
- Click on Collection or Disbursement

The appropriate screen will appear according to the type of transaction being entered. All the fields that have asterisks are required fields and must be filled in.

- Once all the data has been entered from the hard copy click on Finish

Confirmation from Treasury will appear on the screen with the customer ALC charged, the reference number, the date of accomplishment, and the amount of the transaction.

- Write the reference number and the date the transaction was processed on the code sheet

Repeat the steps above for each manual transaction.

Multiple Manual IPAC Entries

Some manual IPAC transactions will have multiple entries. In this case, there will be more than one amount entered, but they will all be part of the grand total. Proceed with the steps listed above, but instead of clicking on Finish, click More Detail. Selecting this option will enable the user to see the total amount of the entries that have been made thus far, along with the number of entries made. Once all the entries have been made, click on Finish and the confirmation screen will appear.

Procedures for Outgoing IPAC Month-end Reconciliation

Receive a download from the IPAC system to STARS for comparison.

Go into Microsoft Excel to import a file using the following:

- Click on the Open File icon
- Double click on **C:\IPAC Files\ipacmacros.xls**
- Select Enable Macros if prompted
- Hold down the Ctrl key and press the letter I; this will start the macro that imports the data
- Answer Yes if prompted to replace file

Once the spreadsheet appears click on File, then Save As

- Enter a new file name and save it

Begin by entering the IPAC reference number from the daily transaction reports in Column G and the amount received by Treasury in Column H. Column F is the General Ledger entries. They will already appear on the spreadsheet once it has been created. If the amount entered in Column H matches the amount in Column F, then Column I will show a zero balance. This will let the preparer know whether or not they have balanced. Repeat this procedure for each entry using the daily transaction reports.

Once all the entries from the transaction reports have been entered, total Columns F and H. If they don't match, then proceed with the entries in the General Ledger column that did not get transmitted to Treasury. This will be known by the fact that there will be no IPAC reference numbers in the appropriate field. These entries will always appear at the top of the spreadsheet. For example, if an entry was made in the amount of \$2830.00 as a debit and also as a credit, then the two entries will zero each other out. In a situation such as this, there is no reason to be concerned because the person who entered the transaction did not want it to be transmitted to Treasury for whatever reason. If there are amounts in the General Ledger column that don't have offsetting entries, then the person who entered the transaction needs to be contacted so that the appropriate corrections and/or adjustments can be made.

RECONCILIATION OF IPAC TRANSACTIONS

- DAILY:**
1. *Verify GL totals to IPAC (Bulk File)*
 2. *Verify GL totals to IPAC (Manual)*
 3. *Save all transmittal sheets from IPAC*

- MONTHLY:**
1. *Compare the IPAC Pay Group totals from General Ledger to GOALS.*
 2. *Run calculator tape on IPAC transmittal sheets to compare totals.*
 3. *Query month end cut off date to the end of the monthly processing period for any entries in STARS but not transmitted.*

Document Control

The Field Office Liaisons will be submitting IPAC Transmittal Worksheets, IPAC approvals and possibly some substantiating documents to EFASC via email or fax.

EFASC will be maintaining (presently on the O drive of the server) CDROMs of master files of daily incoming and outgoing IPACs and monthly files of the SF-1221 Voucher Audit Detail Report (VADR).

EFASC will be maintaining requests for approval and monthly reconciliations.

Hard copies of IPACs are filed in each Interagency Agreement Folder maintained within the Office of the Payroll and Budget Execution Team.

Proposed Task Assignments

Judy Brodbeck, Team Lead, General Accounting Team

1. EFASC Incoming IPACs (Sandy Iseman)
2. Albuquerque Incoming IPACs (Janice Robison-Crawford)
3. Oak Ridge Incoming IPACs (Gloria McGaha)
4. Transmit once daily the Outgoing Bulk File from the AP and AR Modules, Manual Outgoing IPACs - input to STARS & GOALS (Dolly Stewart)
5. SF-1221s, State Department IPACs, Government Printing Orders and performs the STARS Payment Batch Processing for SF-1221. (Mildred Lynn)
6. Research, Obtaining Back-up, Filing & Assisting with EFASC, AL, OR
7. Reconciliation & Assisting with EFASC, AL, OR – person reconciling collects all incoming IPACs that have a STARS entered invoice and performs the Payment Batch Processing, performs Interagency Transfer process for the SF-224, and manually loads the Treasury Document Reference Numbers.

Email Address: IPAC@hq.doe.gov

IPFAX NUMBER: 866-653-0041

Sample Approval Request Letters Follow

(insert Approving Official's name)

Subject: Request for Approval, IPAC # dated

The attached file contains a copy of a charge/credit that has been electronically transmitted to the Energy Finance and Accounting Service Center via the Intergovernmental Payment and Collection (IPAC) system for posting to DOE's accounting records. Our records show that you are the designated approving official for this billing. Please review the attachment and submit an approval/rejection notice to the following address no later than 30 calendar days after the date of this correspondence:

General Accounting Team (ME-142.2)
Room C-259, GTN
Attention: Sandy Iseman
Fax: 1-866-653-0041
E-mail: IPAC@hq.doe.gov

If you cannot certify that the goods or services have been received, or if an overpayment has occurred, please contact the billing agency to resolve the discrepancy. If the charge/credit(s) should be rejected, please provide a written detailed explanation and the name and telephone number of the person you contacted along with your rejection notice. Once this office receives your rejection notice, we will initiate an adjustment transaction via the IPAC system to send the charge/credit back to the billing agency.

Your prompt attention to this matter is appreciated. If you have any questions or if additional information is required, please contact me on 301-903-5335.

Sandy Iseman
Accounting Technician
Accounting Branch
Accounting Operations Division
Energy Finance and Accounting Service Center
Office of Financial Management
Chief Financial Officer

Attachment

(insert approving official's name)

Subject: Second Request for Approval, IPAC # dated

As of today's date, the Energy Finance and Accounting Service Center has not received your approval/rejection notice for the subject IPAC charge/credit(s). Until we receive your notice, the costs and payments associated with these charges cannot be aligned to the appropriate funding resource. Delaying cost/payment allocations such as these can cause several problems: (1) another funding resource within the Department is adversely affected because the disbursement has to be posted to DOE's accounting records upon receipt of the IPAC whether you provide an approval or not, (2) large uncosted/unpaid obligation balances are reflected for your program funds, and (3) as reported by the Office of the Inspector General (OIG), such practices make the Department vulnerable to violations of the Anti-Deficiency Act.

Your prompt and immediate attention to this matter is requested. Your approval/rejection notice should be submitted to:

General Accounting Team (ME-142.2)
Room C-259, GTN
Attention: Sandy Isemann
Fax: 1-866-653-0041
E-Mail: IPAC@hq.doe.gov

If your approval/rejection notice is not received by the General Accounting Team within 14 calendar days from the date of this correspondence, the Director, or equivalent official, of your office will be notified of the delinquency. If you have any questions or need additional information, contact Sandy Isemann on 301-903-5335 or me on 301-903-8351.

Judy Brodbeck
Team Leader, General Accounting
Accounting Branch
Accounting Operations Division
Energy Finance and Accounting Service Center
Office of Financial Management

Attachment

cc: (insert approving official's supervisor's name, routing symbol)
(insert resource manager's name, routing symbol)

(insert Office Director's, or equivalent official's, name)

Subject: Respectfully Request Your Assistance to Resolve Delinquent Approval

After follow-up notification to the approving official, (insert name), and as of today's date, the Energy Finance and Accounting Service Center has not received an approval/rejection notice for the charge/credit(s) received via IPAC # , dated. Until we receive an approval notice from your office, the costs and payments associated with these charges cannot be aligned to the appropriate funding resource. Delaying cost/payment allocations such as these can cause several problems: (1) another funding resource within the Department is adversely affected because the disbursement has to be posted to DOE's accounting records upon receipt of the IPAC whether the sponsoring organization provides an approval or not, (2) large uncoded/unpaid obligation balances are reflected for your program funds, and (3) as reported by the Office of the Inspector General (OIG), such practices make the Department vulnerable to violations of the Anti-Deficiency Act.

In order to comply with sound financial management principles and to preclude the Department from receiving another finding from the OIG, our office may record the unreconciled charges to your available funding resources if the approval/rejection notice is not received within 14 calendar days from the date of this correspondence. We are sensitive that this action may impact your office; hence, your influence to have the approving official submit the approval/rejection notice immediately is respectfully requested.

The approval/rejection notice should be submitted to:

General Accounting Team (ME-142.2)
Room C-259, GTN
Attention: Sandy Iseman
Fax: 1-866-653-0041
E-Mail: IPAC@hq.doe.gov

If you have any questions, please contact me on 301-903-5074 or Judy Brodbeck on 301-903-8351.

Teresa Baldwin, Director
Accounting Branch
Accounting Operation Division
Energy Finance and Accounting Service Center
Office of Financial Management
Chief Financial Officer

Attachment

(insert Approving Official's name)

Subject: Request for Approval, SF-1221 dated

The attached file contains a copy of a charge/credit that has been electronically transmitted to the Energy Finance and Accounting Service Center via e-mail from the State Department's Financial Service Center for posting to DOE's accounting records. Our records show that you are the designated approving official for this billing. Please review the attachment and submit an approval to the following address no later than 30 calendar days after the date of this correspondence:

General Accounting Team (ME-142.2)
Room C-255, GTN
Attention: Mildred Lynn
Fax: 1-866-653-0041
E-mail: Mildred.Lynn@hq.doe.gov

If you cannot certify that the goods or services have been received, or if an overpayment has occurred, please contact the appropriate foreign embassy to resolve the discrepancy.

Your prompt attention to this matter is appreciated. If you have any questions, or if additional information is required, please contact me on 301-903-4938.

Mildred Lynn
Accounting Technician
Accounting Branch
Accounting Operations Division
Energy Finance and Accounting Service Center
Office of Financial Management
Chief Financial Officer

Attachment

(insert approving official's name)

Subject: Second Request for Approval, SF-1221, dated

As of today's date, the Energy Finance and Accounting Service Center has not received your approval for the subject SF-1221 charge/credit(s). Until we receive your notice, the costs and payments associated with these charges cannot be aligned to the appropriate funding resource. Delaying cost/payment allocations such as these can cause several problems: (1) large uncosted/unpaid obligation balances are reflected for your program funds, and (2) as reported by the Office of the Inspector General (OIG), such practices make the Department vulnerable to violations of the Anti-Deficiency Act.

Your prompt and immediate attention to this matter is requested. Your approval should be submitted to:

General Accounting Team (ME-142.2)
Room C-255, GTN
Attention: Mildred Lynn
Fax: 1-866-653-0041
E-Mail: Mildred.Lynn@hq.doe.gov

If your approval is not received by the General Accounting Team within 14 working days from the date of this correspondence, the Director, or equivalent official, of your office will be notified of the delinquency. If you have any questions or need additional information, contact Mildred Lynn on 301-903-4938 or me on 301-903-8351.

Judy Brodbeck
Team Leader, General Accounting
Accounting Branch
Accounting Operations Division
Energy Finance and Accounting Service Center
Office of Financial Management
Chief Financial Officer

Attachment

cc:

(insert approving official's supervisor's name, routing symbol)

(insert resource manager's name, routing symbol)

(insert Office Director's, or equivalent official's, name)

Subject: Respectfully Request Your Assistance to Resolve Delinquent Approval

After follow-up notification to the approving official, (insert name), and as of today's date, the General Accounting Team has not received an approval for the charge/credit(s) received via SF-1221 , dated . Until we receive an approval notice from your office, the costs and payments associated with these charges cannot be aligned to the appropriate funding resource. Delaying cost/payment allocations such as these can cause several problems: (1) large uncoded/unpaid obligation balances are reflected for your program funds, and (2) as reported by the Office of the Inspector General (OIG), such practices make the Department vulnerable to violations of the Anti-Deficiency Act.

In order to comply with sound financial management principles and to preclude the Department from receiving another finding from the OIG, our office may record the unreconciled charges to your available funding resources if the approval is not received within 14 calendar days from the date of this correspondence. We are sensitive that this action may impact your office; hence, your influence to have the approving official submit the approval immediately is respectfully requested.

The approval should be submitted to:

General Accounting Team (ME-142.2)
Room C-255, GTN
Attention: Mildred Lynn
Fax: 1-866-653-0041
E-Mail: Mildred.Lynn@hq.doe.gov

If you have any questions, please contact me on 301-903-5074 or Judy Brodbeck on 301-903-8351.

Teresa Baldwin, Director
Accounting Branch
Accounting Operations Division
Energy Finance and Accounting Service Center
Office of Financial Management
Chief Financial Officer

Attachment

Letter to accompany the monthly report of applied charges/credits

This is to request your timely review of the attached listing of Interagency Payment and Collection (IPAC) charges/credits that have been applied against the referenced obligation document and accounting citation of your office. If your review discloses discrepancies (e.g. incorrect application, overpayment), send a memorandum to the following email or fax that fully explains what corrective action should be taken.

Energy Finance and Accounting Service Center
Accounting Operation Division
Accounting Branch
General Accounting Team, ME-142.2
Email address: IPAC@hq.doe.gov
Fax: 1-866-653-0041

Please report all discrepancies within 10 working days of this transmission.